

COMMUNITIES IN SCHOOLS OF KALAMAZOO
POSITION POSTING

Position Title: Senior Site Coordinator (**Full-Time Salaried Position, 43 weeks per year**)

Reports To: Associate Director

Supervisory Position: Volunteers, AmeriCorps VISTA Members, Interns, Functional Guidance for Partners at Site

Position summary: Senior Site Coordinator to oversee the delivery of Integrated Student Services within a secondary school setting. Assists with the assessment of both building-wide and targeted student needs to ensure that the appropriate community resources and strategies are identified, secured and delivered effectively to positively impact student reading, writing, math, attendance and behavior. Provides day-to-day on-site supervision of the site service team, which may include AmeriCorps VISTA, social work intern(s), volunteers and parent leaders. Is the internal bridge builder within the school to ensure that all building staff understand CIS's role in the building and the ISS model. Facilitates the connection of resources to targeted students and coordinates with partner resources identified in the site operations plan. Some early mornings or evening hours with occasional evenings and weekends may be required.

Position qualifications: Prefer a Master's degree in social work with appropriate state licensure to allow for the supervision of master's level interns. Knowledge of child/adolescent development and quality youth development programs and at least two years relevant experience. Exceptional interpersonal, organization and communication skills (listening, interpreting, speaking, writing). Strong computer skills---word processing, electronic mail and data bases. Previous supervisory experience preferred. Demonstrated commitment to diversity and successful engagement of diverse audiences---students, parents, providers. Fluency in Spanish highly desirable.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

For immediate consideration, please submit a current resume and a letter of interest to:
dkievit@ciskalamazoo.org Remains Open Until Filled

